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FY 1972 DD/S BRIEFING OUTLINE

1 November 1972

Continuing Programs:

We reviewed slightly more than 10,000 personnel actions.

We sent out better than 28,500 pieces of correspondence.

We put in process 2,267 applicants.

We conducted about 75 EOD orientation sessions for both professional and clerical employees.

We entered on duty

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We conducted 250 placement interviews (126 professional, 123 clerical; 15 professional reassignments and 20 clerical reassignments).

We conducted nearly 200 follow-up interviews (107 clerical and 76 professional).

We conducted nearly 500 pre-exit interviews (325 clerical, 168 professional). (Total interviews for FY-72 were nearly 1,000 as compared to a total of 461 in FY-71.)

We administered 131 Brandon-Wolfe Computer Aptitude Tests. (Since 1 July 1972 we have administered 53.)

We coordinated and published about five Agencywide vacancy notices.

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Changes/Improvements:

During the latter part of FY-72 we took advantage of every opportunity to persuade components to publish Agencywide vacancy notices.

We have submitted through the Director of Personnel a proposal and a Headquarters Notice which would implement the Agencywide vacancy notice concept.

Conducted a review of Personal Rank Assignments in the Agency.

During Fiscal Year 1972 (February 1972) we made a review of all Personal Rank Assignments in the Agency to determine how many existed, where they were and how long the PRA had been in effect. As a result of this review, the Director of Personnel issued a memorandum to the head of each career service reminding the career service head of the long standing regulatory requirement for an annual review of PRA's. The Director of Personnel has requested that career services report to him in February 1973 the results of the annual review. Since the issuance of this memorandum, we have seen some evidence of activity on the part of some components to reduce the number of PRA's.

Elimination of special pay rates for economists.

In February 1972 the Civil Service Commission eliminated special pay rates for hard to get kinds of employees, generally scientists, engineers, fiscal accountants, psychologists, and doctors. Shortly after the smoke cleared from this change in pay scales, we recommended that special pay scales for economists be eliminated also. For a number of years we have as a standard practice paid special pay scales for economists on the premise that they were in short supply and in great demand. After some deliberation with OER, it was agreed that the standard practice of granting special pay rates to economists would be discontinued but that if and when an applicant with special skills came along and OER felt justified in requesting a special pay rate, such a request would be considered. So far, based on the supply of applicants, it appears to us that

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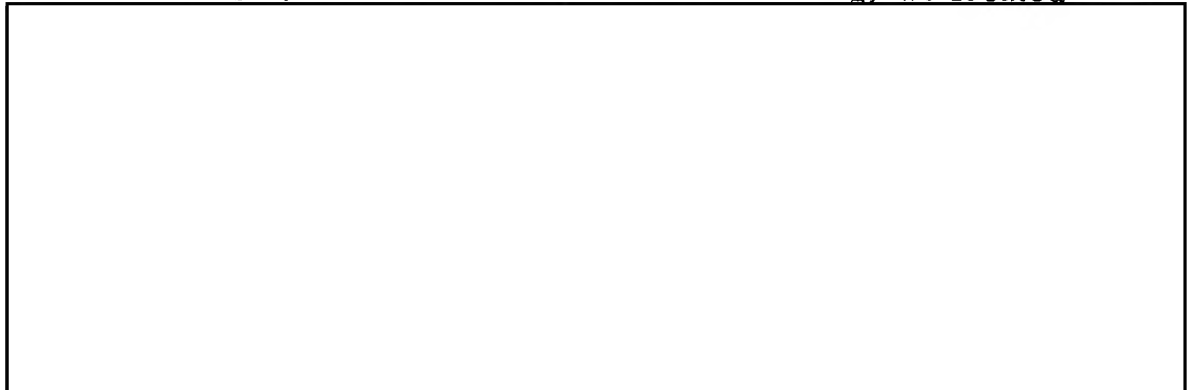
neither the Civil Service Commission elimination of special pay rates nor our elimination of special pay rates for economists has had any measurable adverse effect on our ability to attract and hire well qualified people.

During 1972, we expanded our pre-processing interview concept.

From 1 July 1971 through 30 June 1972 we arranged 100 pre-processing interviews. Of these, 52 were put in process, 10 entered on duty, 39 were still in process at the end of the fiscal year, and only 3 had dropped out. This indicates that the retention rate for applicants who have come through the pre-processing interview is considerably higher than for those who have not. It also means that the ~~48~~⁴⁸ applicants who were not put in process constitute a savings in personnel security, medical and handling and processing time. As the use of this concept by Agency components increases, we should see some favorable affect on the overall in-process to EOD ratio. (Thus far in FY-73, we have arranged 67 pre-processing interviews and thus far the total EOD's for both FY-72 and FY-73 is 26.)

In August 1971 we stopped using McLean Gardens and began using the [] for temporary clerical housing.

Over a period of years both the McLean Gardens facility and the surrounding neighborhood deteriorated to the point that temporary living facilities were unsuitable for our clerical employees. After considerable searching, we located



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Resumed provisional clearances for new clerical employees.

Our average on-duty strength in the Temporary Assignment Section for Fiscal Year 1972 was 96 as contrasted to a requirement of about 140. Throughout the year we were unable to meet office requirements for clerical employees. In February 1972 we reinstituted the practice of inviting clerical employees to enter on duty with provisional clearance. We also modified both the typing and shorthand applicant skills requirements. We increased the allowable error factor by five on both the typing and shorthand tests. We reduced the minimum qualifying score on the Standard Employment Test for straight clerks in order to enable more clerk applicants to qualify for employment. In spite of those changes we still did not enter on duty enough employees to satisfy the Agency's needs. In September of this year during the Recruiters Conference, all of the recruiters, both professional and clerical, were made aware of our critical need for clerical applicants and all of them were asked to provide more qualified applicants for consideration by the Agency. During the first three months of this fiscal year, our average on-duty has been 148. In September we had 192 clerical requirements and were able to satisfy about 90 of them. If we are able to maintain our goal of 140 AE, we will in time come much closer to satisfying Agency requirements.

In February 1972 we initiated clerical follow-up interviews.

From February through June 1972 the Clerical Staffing Branch conducted 107 clerical follow-up interviews. Results of these interviews are similar to clerical exit interview reports in some respects in that employees are concerned about non-use of skills, lack of meaningful and challenging work assignments and lack of communication.

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We entered on duty two Upward Mobility Groups.

During Fiscal Year 1972 we entered on duty early in the year a group of eight employees and in the latter part of the year a group of ten employees. The first group was trained by the Clerical Training Staff in OTR. The second group was trained by the Civil Service Commission in a seven-week Clerical Skills Training Program run by the Commission. The quality of training and the degree of improvement achieved by the group in the Civil Service Commission training program indicates to me that it would be to our advantage to continue using that facility. Of the 18 employees entered on duty, 16 are still on duty, 13 have been promoted from GS-02 to GS-03 and 3 have received two promotions and are now at GS-04 level.

FY-1973 Goals:

We are committed for FY-73 to a 20 per cent increase in professional applicant handling by the Professional Selection Branch with no increase in staff. Our target for 1973 is to initiate processing on [] professional and technical applicants as contrasted to last year's volume in these categories []. In addition, we are committed to increasing the number of new clerical employees to [] as compared to FY-71 volume of []. Also, we have initiated two management improvement follow-up programs at the request of the Executive Director-Comptroller. The first provides for a quarterly report of delinquent Fitness Reports which compares career services to each other and contains a time factor which will provide the basis for determining improvement or lack of improvement by individual career services. The second consists of a quarterly report on Personal Rank Assignments by career service. In addition, the Executive Director wants to see each individual PRA which extends the employee in a PRA status beyond the third year and each individual supergrade PRA where a grade spread of more than one grade exists. Finally, in conjunction with the OTR Support School, we are now studying the clerical EOD training/orientation program to improve the program content and make the training more relevant to the duties which the new clericals actually perform on the job. Part of this change may result in transferring what is now the clerical four-day orientation program from its physical location in Rosslyn to the Chamber of Commerce Building.

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